

## Appendix A

### Equal Employment Opportunity (EEO) Policy

#### EEO Policy

The following EEO Policies apply to all employees. Members of management, elected officials and employees alike are expected to adhere to and enforce the following EEO Policies. Any employee's failure to do so may result in discipline, up to and including termination.

All employees are encouraged to discuss these EEO Policies with their Supervisor or Human Resources at any time if they have questions relating to the issues of harassment, discrimination or bullying.

The City of Newberg is an equal opportunity employer and, as such, considers individuals for employment according to their abilities and performance. Employment decisions are made without regard to race, age, religion, color, sex, national origin, physical or mental disability, pregnancy, marital or veteran status, sexual orientation, pronouns, actual or perceived gender identity, hairstyle, adornments, or head coverings, or the use of protected leaves including during a health emergency, or any other classification protected by law. All employment requirements mandated by state and federal regulations will be observed.

The City of Newberg uses affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment and work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, recall, disciplinary action, dispute resolution and termination.

In keeping with our philosophy, federal and state law, our advertising and recruiting materials will contain the following statement to encourage qualified applicants to apply: "Equal Opportunity Employer." Our policy as an equal opportunity employer is to employ those legally entitled to work in the United States without regard to citizenship, except as provided by Federal and State Law, ethnic background or place of national origin. However, in conformity with the Immigration Reform and Control Act of 1986 (IRCA), our policy is to hire only those who are eligible to work in the United States. Verification documentation is required of all new hires.

All employees in the City of Newberg are responsible for following and carrying out this policy according to the spirit and intent of our equal employment commitment. Management provides and supports a dispute resolution procedure for complaints alleging discrimination. Employees are expected to bring any questions, issues, or complaints to any supervisor's attention. If you believe you have been subjected to, or if you witness anyone else in violation of this policy, you should report the matter immediately to Human Resources.

The city will not retaliate against anyone for reporting any concern or for cooperating in an investigation. The city does not tolerate or permit retaliation towards anyone by management, employees, or elected officials.